



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date July 19, 1976		Georgia Department of Human Resources Division of Mental Health & Mental Retardation - Supportive Living Unit Room 534-H - 47 Trinity Avenue, S. E. Atlanta, Georgia 30334	Application Number <b>76-271</b>	
Application Number DHR-111			Date Received JUL 20 1976	Date Completed AUG 10 1976
2. Person to Contact Ms. Linda Eller		Working Title Clerk/Typist III	Telephone Number 656-4908	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1971 Latest to date		5. Records Series Title (followed by title used in office; if different) Supportive Living Client Placement Information Files		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Division of Mental Health and Mental Retardation administers the mental health, mental retardation and other developmental disabilities, drug abuse, alcoholism, and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers. The Mental Health Section personnel have the responsibility to provide program guidance and direction to all components of adult mental health programs in the State. The Supportive Living Unit has the responsibility to establish and promote semi-independent living arrangements (in lieu of State institutions) for clients needing the services of the Division of Mental Health and Mental Retardation.				
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: placing, evaluating, and terminating clients through brief transitional living services. Included are: form DMH-31 (4-75) (Placement Information - Supportive Living Unit) which shows client's name, social Security number (or temporary identification number), birthdate, race, sex, religious preference, annual gross income for last year exclusive of supportive living funds; type of placement; county of residence; primary disability; total number of years and months of hospitalization; and last State Institution from which client released.  File is arranged: chronologically by date received.				
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>5-10</u> ; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. 88.502.10 Confidentiality of patient records - Georgia Health Code 1969.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? annual printout
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual printout - Director's Subject Files
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 1 year       |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

A copy of the Annual computer printout will be placed in the Director's Subject Files; which are scheduled for permanent retention in the State Archives.

This is a new procedure therefore the printout copies are not available.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Paper File (DMH-31) Cut off file at end of fiscal year, then transfer information to punch cards. After verifying accuracy of punch cards, then destroy paper file.

Computer Printout File

#### Printout (received quarterly and annually)

Quarterly - hold until annual printout is received; then destroy.

Annual - place one copy in <sup>Division</sup> Director's Subject Files;  
place one copy in Supportive Living Client Placement Subject Files;  
hold all other copies 6 months, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Tom Earle	7/18/76	Elizabeth N. Crank	7/16/76
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	8-6-76
		Secretary of State/Designee	8/4/76
		Attorney General/Designee	8-9-76